



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Staff Services Analyst  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2817 - \$4446

### **DUTIES:**

Under the general supervision of the Treasury Program Manager I, Pledge Securities Clearance section, the incumbent performs simple to complex technical and analytical duties related to the section's responsibilities as legal custodian for securities pledged or held for safekeeping for various departments, such as the Departments of Financial Institutions, Employment Development, Industrial Relations, Transportation, and the California State Universities. Develops, transmits, and reconciles the daily security clearance transactions to ensure companies, financial institutions, and contractors are meeting California's legal requirements as specified by law. Works independently with departments, Citibank, brokers, financial institutions, and companies to research and resolve routine and technically difficult security transaction and delivery problems. Utilizes security inquiry systems such as, Bloomberg and other appropriate sources to analyze new securities, to verify proper interest payments and to determine market values. Provides analytical support including research and analysis for various security clearance functions and policy issues.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Independently responsible for performing the average to more complex activities associated with the purchase, sale and redemption of securities held for pledge or safekeeping purposes for various State departments or agencies.
- Maintain accurate financial records and ensure accountability.
- Guarantee interest and principal payments are effected accurately and timely and resolves problems associated with interest collection.
- Interpret laws, regulations, and other legal documents.
- Process security transactions accurately and timely, provide brokers with delivery instructions, and transmit the completed security transaction documents to Citibank, the STO Vault and other financial institutions.
- Ensure transactions are processed accurately and timely and to research and resolve routine and technically difficult security transaction delivery problems, and principal and interest payments.
- Review and analyze monthly asset reports of securities held by the depository banks to ensure balances reconcile to the automated system.
- Help develop new procedures and ideas that improve the securities clearance function.
- Responsible for developing, preparing and maintaining a variety of managerial reports to be completed within prescribed deadlines.

**DESIRABLE QUALIFICATIONS:**

- Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment
- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Computer skills
- Courtesy and tact
- Good work habits and dependability

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Staff Services Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-620-5157-001" next to the classification on your application/resume, i.e., Staff Services Analyst (820-620-5157-001). Please provide proof of eligibility for admittance to the Staff Services Analyst (SSA) examination, i.e., college degree or transcript of completed number of units required for admittance to the exam.**

**FINAL FILING DATE:**

Applications will be accepted **until filled**.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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